

CITY OF BURBANK

PRINCIPAL PLANNER

DEFINITION

Under general direction, to supervise, coordinate, and perform administrative, professional, and technical planning work; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs assigned planning functions in conjunction with organizational goals; prepares and coordinates special studies, analyses, and research projects, making conclusions and recommendations for action; coordinates and performs independent original research and interpretive work in the area of general plan preparation and analysis; coordinates and performs work in the development and maintenance of the General Plan in accordance with state laws; reviews and studies the impact of changes in planning law; oversees the establishment and maintenance of a data base including but not limited to demographic, economic and land use statistics; oversees and participates in the identification and forecasting of economic and demographic trends; develops and coordinates public involvement programs related to planning; may direct and participate in the preparation of staff reports for Planning Board and City Council meetings; may answer employee and public inquiries regarding planning and zoning matters; may attend meetings of the Planning Board; makes public presentations on planning matters; meets and works with professional and public groups; may coordinate the work of the Site Plan Review Committee; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of urban planning, including state law and policies regarding planning; supervisory principles.
- Ability to - apply them effectively; oversee original research and identify economic and demographic trends; communicate effectively, both verbally and in writing; make oral presentations; work independently, with minimal supervision and direction; plan, direct, coordinate and review the work of others; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to four years of progressively responsible experience in urban planning, including two years in an administrative or supervisory capacity and graduation from an accredited college with a degree in planning, public administration, or a related field. NOTE: A Master's Degree in planning may be substituted for one year of the required experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.